

769505/04

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE:** **ENVIRONMENTAL SERVICES COORDINATOR**

**DEFINITION**

Under general direction, to plan, organize and direct the compliance activities of the Water or Wastewater System Division; to administer environmental monitoring projects designed to characterize the effect of Water or Wastewater on air, land and water resources; to represent the City at hearings and meetings relating to environmental issues for air, land and water quality; and to do related work as required.

**REPORTS TO:** Division Manager

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Division Manager. Exercises close to general supervision over technical and/or administrative support staff, as assigned.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Direct, coordinate and administer the compliance and monitoring activities of the Division.
- Direct, coordinate and monitor water quality, and laboratory activities.
- Select, supervise, train and evaluate employees.
- Prepare budget, developing methods to improve efficiency and reduce cost.
- Develop and implement goals, objectives, policies and priorities as assigned.
- Supervise and monitor the back flow prevention program when assigned to Water division.
- Prepare bid specifications and monitor performance results (e.g. laboratory, professional services, etc.).
- Meet with outside agencies and customers to resolve water quality issues.
- Prepare and submit periodic reports to the California Regional Water Control Board, the Environmental Protection Agency, the Southern California Air Quality Management District, the California Department of Health Services, related regulatory agencies and City Management; ensure compliance with all permit monitoring and reporting requirements.
- Attend hearings relating to environmental issues for air, land and water quality.
- Supervise and monitor routine pressure readings on transmission and distribution system pipelines.
- Oversee the collection of potable, recycled or wastewater samples for water quality analysis.
- Schedule routine and non-routine sampling events.
- When assigned to Water, perform routine water quality customer service calls.
- Review proposed environmental regulations and guidance, assess the potential for impacts on Division

operations, develop and submit comments and alternative language for issuing agency consideration.

- Evaluate monitoring reports to assess compliance with environmental regulations and areas of potential liability.
- Develop appropriate responses to violations of permitted activities including reports, short-term and long-term action plans.
- Prepare applications for and maintain required environmental permits for the Division. Act as lead negotiator with the issuing agency.
- Develop and/or propose research efforts necessary to support Division goals.
- Work with trade organizations to advocate environmental regulations consistent with the Division goals.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of supervision, training and performance evaluation.
- Applicable federal, state and local rules, regulations and codes governing the operation of potable water or wastewater treatment processes.
- Regional, state and Federal Water Quality Standards.
- Water and wastewater analytical methods.
- Land and air quality regulations applicable to water or wastewater systems.
- OSHA and safety regulations as applied to areas of responsibility.
- Budgetary principles.
- Principles and practices of modern chemistry, bacteriology and microbiology as applied to water or wastewater operations.
- Operation and treatment procedures for water and wastewater systems.

### **Ability to:**

- Respond to emergency calls.
- Communicate clearly and concisely, both orally and in writing.
- Understand and interpret engineering plans and specifications.
- Prepare correspondence and reports.
- Supervise, train and evaluate subordinates.
- Attend and participate in professional organizations related to division; keeping abreast of current issues and trends.
- Participate in legislative activities representing the division's regulatory issues.
- Operate a personal computer and applicable software applications.
- Establish and maintain effective working relationships with those contracted in the course of work.
- Keep detailed records accurately and neatly.
- Assemble data and prepare reports.

## **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to a Bachelor's Degree with a major in chemistry, biology, environmental science, water or wastewater management, business or a closely related field. Additional qualifying experience may be substituted for the required education. A Master's Degree in chemistry, biology, environmental science, water, wastewater management or a closely related field may be substituted for one year of the required experience.

**Experience:** Four year's experience related to Division activities. Demonstrated ability to train, organize and motivate technical employees is required.

**MEDICAL CATEGORY:** Group 1

### **NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

#### When assigned to the Wastewater Division

Specific knowledge of Industrial Waste Inspections, Water Laboratory Operations and/or Wastewater Operations is desirable.

A Grade III or higher certification, as issued by the California Water Pollution Control Association, in one or more of these disciplines is most desirable.

#### When assigned to the Water Division

Possession of valid Water Treatment Operators Certificate, Grade II - California State Department of Health.

Possession of valid Water Distribution Certificate, Grade III - California State Department of Health.

Possession of valid Cross-Connection Control Program Certificate, Specialist - American Water Works Association.

Possession of valid Backflow Tester Assembly General Tester Certificate - American Water Works Association.

Possession of valid Backflow Prevention Device Tester - Riverside County.

### **CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Environmental Services Coordinator

**TO:**